

TOWN OF LADYSMITH

POSITION VACANCY - DEVELOPMENT SERVICES

(Internal/External Competition)

#2017 - 10

**BYLAW COMPLIANCE OFFICER
(1 Position)**

Job Title: BYLAW COMPLIANCE OFFICER

Classification: Permanent Part-Time

Department: Development Services

Duties: See attached Job Description

Required Qualifications: See attached Job Description

Rate of Pay: \$30.76

Hours of Work: 16 hours per week

Conditions of Employment: Automatic wage deposit

Union: Canadian Union of Public Employees (C.U.P.E.) Local 401

Benefits: As per the Collective Agreement

Reporting To: Senior Building Inspector/Bylaw Compliance Officer

Per CUPE Agreement Article 15.02: "APPLICANTS FOR THIS POSITION SHALL AGREE THAT IN THE EVENT OF A GRIEVANCE REGARDING FILLING OF THIS POSTING, INTERVIEW AND SELECTION DOCUMENTATION SHALL BE RELEASED TO THE UNION".

This job posting will remain open until **4:00 p.m. March 16, 2017.** For further information please contact Felicity Adams, Director of Development Services at fadams@ladysmith.ca or 250.245.6405.

Please submit your cover letter and resume to:

Karen Cousins
Manager of Human Resources
City Hall
410 Esplanade, PO Box 220
Ladysmith, BC V9G 1A2
Email: hr@ladysmith.ca
Ph: 250.245.6412
Fax: 250.245.6411

Distribution:

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Post: FJCC, City Hall, Public Works, Development Services

TITLE: BYLAW COMPLIANCE OFFICER

DEPARTMENT: DEVELOPMENT SERVICES

JOB SUMMARY:

Reporting to the Senior Building Inspector, the Bylaw Compliance Officer is responsible for the enforcement of Town bylaws including parking, zoning, business licensing, parks usage, water restrictions, noise, nuisance, sign, building and unsightly premises. Work involves undertaking compliance duties across the spectrum from public education and outreach to compliance monitoring and enforcement.

PRIMARY DUTIES & RESPONSIBILITIES:

- Performs bylaw compliance activities by responding to complaints and establishing validity; conducts site inspections; completes investigations into alleged bylaw non-compliance; prepares and issues notification letters, violation tickets or other notices to violator(s); monitors stipulated time lines for compliance; prepares recommendations respecting future actions;
- Performs parking enforcement and other proactive compliance and enforcement duties in public spaces;
- Maintains documentation and files on each complaint or enforcement action; researches background information and formulates recommendations for legal action or prepares reports to support legal action in court; prosecutes disputed municipal tickets in court; serves legal documents to support bylaw compliance matters; attends examination of discovery and court hearings as required;
- Identifies, recommends, and prepares new bylaws or revisions to existing bylaws and assists other Town Departments in completing these activities;
- Works with the RCMP, Fire Department and other Departments to support bylaw compliance issues;
- Prepares written reports for the Supervisor or Director regarding bylaw compliance matters; and
- Other duties as assigned.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

- Minimum Grade 12 education or equivalent (GED);
- Bylaw Compliance, Enforcement & Investigations Skills, JIBC, Level One;
- Bylaw Compliance, Enforcement & Investigations Skills, JIBC, Level Two, an asset;
- Violation Ticket prosecution training, an asset;
- Minimum of five (5) years' experience in enforcement of bylaws, field investigation and court procedures in a local government setting;
- A demonstrated understanding of Bylaw Enforcement under the Community Charter;
- A demonstrated ability to interpret and apply local government regulatory bylaws and permits;
- Knowledge of court documentation and legal notice requirements;
- Proficient computer knowledge and experience relating to Microsoft Office software applications;
- Skilled at establishing and maintaining courteous, tactful, diplomatic working relationships;
- Ability to understand and apply bylaws, regulations, agreements and procedures applicable to bylaw enforcement responsibilities;
- Highly organized and detail orientated;
- Excellent written and oral communication and interpersonal skills; ability to communicate with tact and discretion when handling requests, complaints or clarifying information with the public, staff, elected officials and outside agencies;
- Ability to work independently, exercise initiative and judgement;
- Skilled at problem solving, issue resolution and seeking out alternative solutions;
- Possession and maintenance of a valid Class 5 BC Driver's Licence; a satisfactory current driver's profile will be required;
- Must be physically capable of carrying out their duties; and
- Willingness to commit to quality pro-active results.